



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Monday, March 29, 2010
POSITION TITLE:	Chief Auditor	FINAL FILING DATE:	Thursday, April 15, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	03292010_1

POSITION DESCRIPTION

Under the general direction of the Chief of Staff, the Chief Auditor is responsible for planning, organizing and directing a comprehensive audit function of internal and external audit programs administered by the California State Teachers' Retirement System (CalSTRS). The Chief Auditor develops policies and procedures for the implementation of operational audits of all branches and offices within CalSTRS; determines size, complexity and scope of audits to evaluate the adequacy and effectiveness of internal controls maintained, as well as the quality of performance in carrying out assigned responsibilities; oversees and directs complex audits performed by external contractors and consultants; and reports to the Board, Audit and Risk Management (ARM) Committee and the Chief Executive Officer (CEO) on the results of audits and analyses, providing recommendations for resolution of issues.

The Chief Auditor directs the annual risk assessments and manages risk-based audits of over 1,300 school employers, including school districts, community colleges districts, county boards' of education and charter schools, and other school employers; reviews and evaluates members' compensation reporting and membership eligibility reporting of school employers to assess compliance with applicable sections of the Teachers' Retirement Law and CalSTRS' policies and operational requirements; oversees investigations of alleged abuses or fraudulent reporting practices of school employers; and represents CalSTRS as an authorized signer of Statement of Issues, on behalf of CalSTRS, in members and/or school district appeals.

The Chief Auditor represents the TRB, the ARM Committee and the CEO in matters concerning audit functions with state control agencies and independent audit firms; prepares and submits the comprehensive bi-annual audit report required by the Financial Integrity and State Manager's Accountability Act; coordinates all audit requests and evaluations from state control agencies; researches and develops board agenda items of major consequence and complexity; oversees the development of the annual work plan for audit services; and makes presentations and responds to inquiries from the ARM Committee.

The Chief Auditor oversees Audit Services operations, budget management, personnel management,

contract administration, resource planning, and the Request for Proposal process for contracts with consultants and external auditors; develops and oversees the strategic planning, training and internal control and risk assessment of internal and school employer audit programs, and provides consultation to departmental management regarding technical, financial and operational issues; develops training programs to assure competency and adherence to standards of professionalism; represents CalSTRS at a variety of audit conferences, workshops and forums.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Extensive experience managing and directing internal and/or external audit functions with substantial knowledge of generally accepted auditing standards, generally accepted accounting principles, and the evaluation of programs and policies.
2. Strong leadership skills that demonstrate the ability to think strategically and effectively plan, organize and balance multiple and conflicting priorities to achieve organizational goals.
3. Experience that demonstrates the ability to communicate and negotiate effectively with all levels within and outside the department, which includes making formal presentations to Senior Management, Executive Staff and a Board or similar body.
4. Knowledge of the laws and rules governing public pension funds and the California State Teachers' Retirement System or experience that demonstrates the ability to quickly learn and apply same in an audit setting.
5. Demonstrated ability to mentor and coach employees to achieve their full potential as an individual and as a member of a high performing team; ability to engender trust with employees and others contacted in the course of business.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Auditor**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**.

Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a designated screening committee. The screening committee will use predetermined evaluation criteria derived from the minimum and desirable qualifications listed on this announcement. Candidates should ensure they are thorough when describing their experience, knowledge and abilities relative to the desirable qualifications of the Chief Auditor position and provide specific examples. Interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection.

FILING INSTRUCTIONS

Applicants must file their application, resume and Statement of Qualifications with CalSTRS either in person or by mail at the address listed below. All application materials must be received no later than 5:00 p.m. on the final filing date of April 15, 2010, to be considered. **ALL MATERIALS PERSONALLY DELIVERED, RECEIVED VIA U.S. POSTAL SERVICE OR ANY OTHER DELIVERY SERVICE AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED.**

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should be no smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Personnel Services Office
Attention: Executive Compensation Unit, Sarah Kenney
100 Waterfront Place, MS-31, West Sacramento, CA 95605
Sarah Kenney | (916) 414-4961 | skenney@calstrs.com

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the

examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>